

**PERMIT USE TAX RECONCILIATION – ACTUAL METHOD
SUBCONTRACTOR AFFIDAVIT**

Date _____

Subcontractor Contact _____

Subcontractor Name _____

Sub-Contractor Address _____

City, State, ZIP _____

General Contractor (GC) _____

Permit Number(s) _____

Project Address _____

The following information is needed in order for the general contractor to complete the City's Construction Permit Project Cost Reconciliation using the actual method.

1. Did your company pull a building permit as a subcontractor for this project?

☐ No

☐ Yes – permit number(s) _____

2. What was the description of the work provided per your subcontract with the GC?

3. What was the total final contract price (including change orders) for the above project?

4. Was any part of your contract subcontracted to others?

☐ No

☐ Yes – please complete page 3 of this affidavit. Send your subcontractors a blank copy of this affidavit and request that they complete and send back to you. Then forward these lower tier subcontractor affidavits along with your affidavit to the GC or directly to the City of Brighton's Sales Tax Division.

5. Total price charged to the GC for all construction materials purchased from suppliers and used by your company on the project. (Excluding any sales tax paid and any materials fabricated by your company)

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6. If your company fabricated any items (i.e. ducting, cabinetry, etc.) for the job what was the total price charged to the GC for all fabricated materials / items (raw materials + fabrication labor) used by your company for the project?

7. Amount of City of Brighton Sales Tax paid to vendors on the above materials. Please submit copies of corresponding invoices.

I certify, under penalty of perjury, that the above amounts are accurate

(Signature)

(Date)

(Print Name)

(Title)

(E-mail)

(Phone)

Please either submit this affidavit to the GC OR submit directly to the City of Brighton.

City of Brighton
Attention Sales Tax
500 S 4th Ave
Brighton, CO 80601

E-mail to SalesTax@Brightonco.gov
Phone 303-655-2041

CONTINUE TO PAGE 3 IF YOUR COMPANY HIRED SUBCONTRACTORS

Complete this page only if you answered yes to question 4 on page 1 of the subcontractor affidavit. List all lower tier subcontractors that you hired for this project.

Subcontractor Name _____
Description of work _____
Final Contract Price _____
Primary Contact Name _____
Contact Email _____
Contact Phone Number _____

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Subcontractor Name _____
Description of work _____
Final Contract Price _____
Primary Contact Name _____
Contact Email _____
Contact Phone Number _____

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Subcontractor Name _____
Description of work _____
Final Contract Price _____
Primary Contact Name _____
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